

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-72030618B00019
2. ISSUANCE DATE:	March 25, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	April 08, 2018 no later than 16:30 Kabul time
4. POSITION TITLE:	Communication & Records Assistant
5. MARKET VALUE:	GS-09 (\$43,857 - \$57,015) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

Communication & Records (C&R) Assistant position is concerned with the installation and maintenance of systems and procedures for records and correspondence processing control, with training of secretarial, mail and file, and other appropriate personnel in correct day-to-day records and file operations, with inspections to assure that records and correspondence are maintained as required on either a centralized or decentralized basis, and with determining the need for new files, file equipment, additional space, or modification of procedures or systems for records and files. Position is also concerned with the provision of advice throughout the USAID Mission on questions and problems associated with records and correspondence; e.g., what material may be decentralized, destroyed, or retired.

The incumbent is responsible for providing technical guidance for records and correspondence management, and unclassified mail operations for USAID/Afghanistan.

2) Statement of Duties to be Performed:

The C&R Assistant has the following duties and responsibilities:

*Please see Section 11: Area Of Consideration

Records Management Communications and Records Duties:

- Provides technical guidance for the establishment and maintenance of a decentralized system for unclassified records for an average of 2400 (estimate) cubic feet of documents. The incumbent serves as the source of authoritative (Technical) information concerning requirements for unclassified records management and correspondence control.
- Provides advice and guidance for the need for new files, revised space requirements, modification of procedures, new equipment, and other needs associated with records management. Interprets requirements of USAID/Washington (USAID/W) regulations on records. Provides written and oral guidance necessary for adapting USAID record management policies and procedures for USAID/Afghanistan files custodians.
- Provides guidance for the disposal and maintenance of all USAID/Afghanistan files. Trains Cooperating Country National (CCN) Staff file custodians in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/W regulations, and Mission Files Management Plan.
- Conducts in-house training in USAID C&R management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Works closely with USAID/Afghanistan Mission staff in determining and advising on which records may be filed on a decentralized basis and which will be centrally maintained.
- Conducts surveys of records maintenance and disposition practices in USAID offices to determine whether offices are complying with Agency records management guidelines and are deriving maximum benefits from the use of their records. Assists with preparation of Mission Records Inventory, Disposition Plans, and Records of Interest for submission to USAID/W.
- Conducts periodic reviews of all records stations to ensure that records are maintained in accordance with Agency regulations and that duplicate files are avoided. Provides guidance and for the establishment of procedures for the destruction of records and for storage, retirement, or archiving of documents.
- Assists with the design and conduct of courses in records management, and assists with publication of local directives necessary for adapting USAID/W regulations and procedures. Trains administrative staff, files custodians, and other personnel as appropriate.
- Assists with management of the Mission's Essential Records Program in accordance with USAID/W guidelines. Responsible for providing periodic and special reports regarding records management to USAID/W.

Communications and Correspondence Management:

- The incumbent provides guidance and assistance with the control of USAID incoming and outgoing correspondence, receiving and processing all unclassified cables, Electronic Country Clearance (eCC), letters and memos that require action. Maintains action logs for all Temporary on Duty (TDY) personnel, eCC, cables/faxes/letters requiring action, and letters forwarded to various Ministries. Ensures that all incoming communication to include eCCs are forwarded to the appropriate recipients. Follow through with eCC to ensure they are approved.
- Assists with the establishment of procedures and guidelines for prompt and efficient handling of incoming and outgoing communications and mail including logging, determining proper routing, verifying attachments.

- Read complex and non-routine incoming communications and other correspondence and on the basis of personal knowledge of the organization and functions of various offices assigns actions and information responsibility. Checks the format of outgoing cables received from Mission Offices and timely transmits them through the SMART Messaging system installed in C&R. Accordingly, reviews all incoming cables.
- Assists with all incoming action correspondence on an automated system such as eCC and updates records of action taken. Generates reports on delinquent correspondence and arranges distribution to appropriate recipients.

Mail Clerk Duties

- Assists with dispatch of official mail material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other establishments. Also verifies and process bills for payment through the Procurement Office received from mail systems contractors.
- Assists with the establishment of schedules for messenger runs and mail deliveries and assures proper handling through appropriate mail (pouch, DHL) as required. Resolves problems associated with mail procedures. Monitors the services and ensures costs saving measures are met.

Other Duties

- Maintains Mission telephone lists and makes distribution of updates lists. Monitors Mission telephone and cell phone bills. Assures that charges are proper and recommends payment approval. Prepares summaries of personal calls for issuance of bills to employees.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent mentors and guides C&R section CCN staff including the CCN supervisor.

5) Supervisory Controls:

The incumbent is supervised by the Executive Officer (EXO). Substantial judgment must be exercised in setting priorities and establishing Records Management procedures. The supervisor outlines or discusses possible problems areas and defines objectives, plans, priorities, and deadlines. Work is reviewed for correctness, compliance to policy and overall effectiveness.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A minimum of two (2) years (college diploma) or two (2) years progressive study towards a bachelor's degree in Records Management, Information Management, Archives Management, Library Management, Business Administration, or Secretarial Science/Studies, field is required. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum five (5) years' experience in the field of records management that requires filing, disposition, mail services, archiving and administrative functions is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically

address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Describe your knowledge in the area of records and file maintenance and disposition.

FACTOR #2:

Describe your experience in the establishment of policies and guidelines for the handling of incoming and outgoing communications.

FACTOR #3:

Outline the methods and procedures you utilize to provide mentoring to co-workers and staff to enhance their performance and productivity.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1	10 points
Factor #2	10 points
Factor #3	10 points

Interview Performance 70 points

Interview questions will revolve around the candidate's ability to:

- Work with multi-cultural teams to complete deliverables
 - Show previous experience in records management sufficient to fulfill requirement of this position
 - Show previous experience in mentoring and or training staff
- Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00019 – Communication and Records Assistant** to:
kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)

4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.